

**Lower Salford Township
Communications Committee Minutes
August 17, 2022**

The Lower Salford Township Communications Committee was called to order at 7:34 p.m. in person by Chairman Kevin Shelly. In attendance were committee members Kevin Shelly, Terri Ehrhart, Jean Campbell, John DelPizzo and Heather Entenmann. Holly Hosterman, liaison to the Township was not present. There were no members of the public present.

Mr. Shelly called for a review of the July 20, 2022, meeting minutes. John DelPizzo made a motion to approve the minutes Terri Ehrhart seconded. Minutes were unanimously approved with no changes.

Public Discussion: Chairman Shelly opened public discussion. No public comments or discussion from the committee members.

Under New Business:

Chairman Shelly opened meeting by providing committee members with a summary of his conversation with Township Manager, Joe Czajkowski about the resident survey to understand communication preferences of residents. Chairmen Shelly confirmed that the survey would be a worthwhile effort to inform the Communications Committee focus and priorities.

Committee members spent the remainder of the meeting drafting the survey tool. Committee members agreed it would be beneficial to utilize an online survey platform but also make paper copies available for residents. The Committee agreed that the survey questions could also be included in the fall newsletter, creating another option to disseminate the survey to residents. Members discussed ways to promote the survey through Facebook, Township Sign, and website.

Mrs. Entenmann drafted the survey tool and emailed it to Mr. Shelly following the meeting so he could review the draft survey with board members and the Township Manager for feedback.

Under Old Business:

Committee members discussed the promotion of the Quick Reference Guide (QRG). Organizations on the list have been shared the QRG tool. Chairman Shelly shared that new Township trail maps are being created and will incorporate the QRG on the back of the maps. Mr. Shelly will be attending Heckler Fest and will be distributing copies of the QRG at the event.

Chairman Shelly shared with the Communications Committee that Montgomery Woods Residential facility reached out to Mr. Shelly to thank him for the efforts the Communication Committee. They appreciated receiving copies of the Township newsletter to share with their residents.

There being no further business, Chairman Shelly requested a motion to adjourn the meeting at 8:50 p.m. Ms. Ehrhart made a motion and Mrs. Campbell seconded the motion. Meeting adjourned.

The Communications Committee will reconvene on Monday, September 19, 2022, at 7:30 p.m. in person with the option for the public to view the meeting via Zoom.

Respectfully submitted,

Heather Entenmann
Secretary, Communications Committee